

WEST VALLEY CITY, BUSINESS LICENSING
3600 Constitution Blvd.
West Valley City, UT 84119
801 963-3290; Fax: 801 963-3541
TEMPORARY BUSINESS LICENSE APPLICATION

Business Name: _____		Bus. Phone: _____
Mailing Address: _____		Bus. Fax: _____
		Contact Person: _____
Location of Sales Event: _____	Inside Event: <input type="checkbox"/>	Outside Event: <input type="checkbox"/>
State Tax #: _____	Federal Tax #: _____	Duration of Sale: _____
Business Owner Name: _____		Soc Sec #: _____
		Phone: _____
Home Address: _____		Birth Date: _____
Property Owner Name: _____		Phone: _____
Address: _____		
<i>In case of emergency, please contact:</i> _____		
Name: _____		Phone: _____
Sales Event Information: _____		
Proposed Start Date: _____		Proposed End Date: _____
Detailed Description of Sales Event: _____		
<input type="checkbox"/> Business will use an electronic status verification system to verify the federal legal working status of all new employees.		

This application must be completed and submitted to the Business License Division at least 15 days prior to a sales event. A temporary business sponsor must submit a completed application for all participant vendors with their sponsor application.

Business License Requirements: * - if required

1. Submission of a Planning and Zoning Temporary Use Form *
2. Completed Business License application (this form).
3. Copy of lease agreement with property owner*.
4. Board of Health review and approval*.
5. Building inspection approval*.
6. Payment of fee.

Calculation of Fee for Temporary Business:

_____ Temporary Use Application Fee (if applicable): \$100.00	= _____
_____ Temporary license for a one-time sales event (no other participants): \$45.00	= _____
_____ Temporary Business Sponsor (the sponsor of a sales event with more than one participant in the event): \$45.00	= _____
_____ Participant in a Sales Event (under the auspices of a Business Sponsor): \$20.00	= _____
_____ Employee fee: \$10.00 per employee at event	= _____
_____ Bldg Inspection fee (if applicable): \$50.00	= _____
TOTAL DUE	= _____

MAKE CHECK PAYABLE TO WEST VALLEY CITY

